

# Warner Mountain Indian Health Clinic Business Manager Job Description

## JOB TITLE:

Clinic Business Manager

## Job Summary

The Clinic Business Manager is responsible for the management of business operations of the Warner Mountain Indian Health Clinic. This includes supervision of clinic employees, management of the Contract Health Services Program, and adjudication and billing of Patient Services.

## Qualifications

- Manages the medical department operating budget, reduce expenses; oversee management process, while working with the Tribal Administrator and Health Board.
- Prior experience in 93-638 Indian Health management and ability to interact with the Medical Doctor, Nurse, Tribal Administrator, and Health Board.
- Knowledge of current computer technology, with knowledge of Windows, Excel, Microsoft Outlook and NextGen software.
- Experience in the supervision of employees with diplomacy and tact, while following WMIHC policies and procedures. Identify and implement opportunities to build employee morale and motivation.
- Familiar with insurance billing. Medicare and Medi-Cal billing, and private insurance.
- Familiar with Contract Service officer responsibilities such as prior authorization of services, obligation of funds, issuing purchase orders, arranging transportation and provide client assistance with program guidelines upon request.
- Excellent written and oral communication skills, with the ability to compile/submit various grant reports concerning Billing and Contract Health Services, and to provide proof of a driving record and be insured to operate a motor vehicle.
- Must provide 3 references.

## Education

Bachelor's degree in Health/Administration or related field, with five years of job related experience, including 2 years of supervisory experience.

Special Note: Indian Preference will be given to qualified applicants who are members of Federal recognized Indian Tribes. This staff person will be subject to personnel policies of the FBICC;

Interested applicants should contact Jennifer Crow at [Jennifer.Crow@numunustaffing.com](mailto:Jennifer.Crow@numunustaffing.com)